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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2003
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #11**

TO: Child and Adult Care Food Program Sponsors

FROM: Susan Perkowski Anderson, Director
Office of School Support Services

DATE: January 24, 2003

SUBJECT: Fiscal Year 2003 Application/Agreement changes

The Interim Rule (see FY 2003 Operational Memo #4) incorporates the changes mandated by the Agricultural Risk Protection Act of 2000 and the Grain Standards and Warehouse Improvement Act of 2000 into the Child and Adult Care Food Program regulations. The changes are designed to improve Program operations and monitoring at the State agency and institution levels.

Several changes to the FY 2003 application/agreement are necessary because of the new regulations.

In the FY 2003 Agreement institutions have already agreed to have policies restricting employees from outside employment that interferes with their Program responsibilities and duties. The policy must restrict other employment by employees that interferes with an employee's performance of Program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.

Sponsoring organizations of day care homes or two or more centers must submit a copy of their outside employment policy to the Child & Adult Care Food Program.

A sponsoring organization of day care homes, as part of its management plan, must document that, to perform monitoring, it will employ the equivalent of one full-time staff person for each 50 - 150 day care homes it sponsors.

A sponsoring organization of two or more centers, as part of its management plan, must document that, to perform monitoring, it will employ the equivalent of one full-time staff person for each 25 to 150 centers it sponsors.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

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It is the State agency's responsibility to determine the appropriate level of staffing for monitoring for each sponsoring organization, consistent with the specified ranges and the factors established by the State agency in accordance with ' 226.6(f)(2). The monitoring staff equivalent may include the employee's time spent on scheduling, travel time, review time, follow-up activity, and report writing.

Sponsoring organizations of day care homes or two or more centers must complete the attached Management Plan Addendum to the Fiscal Year 2003 CACFP application and return to the Child and Adult Care Food Program.

- III. Sponsoring organizations must provide each sponsored center written notification of the right of the sponsoring organization, the Michigan Department of Education, USDA, and other State and Federal officials to make announced or unannounced reviews of their operations during the center's normal hours of child care operations, and must also notify sponsored centers that anyone making such reviews must show photo identification that demonstrates that they are employees of one of these entities.

Sponsoring organizations must provide day care homes notification of unannounced visits in accordance with ' 226.18(b)(1).

Sponsoring organizations of day care homes or two or more centers must complete the attached Agreement Addendum to the Fiscal Year 2003 Agreement and return to the Child and Adult Care Food Program.

Sponsoring organizations of two or more centers or day care homes must submit the following items no later than **February 20, 2003**:

- Outside Employment Policy
Management Plan Addendum
3. Agreement Addendum

Include your CACFP Agreement number on each document and send to:

Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909

If you have any questions, please call the CACFP at (517) 373-7391.